

University Library  
Electronic Reserves Scanning Services:  
What Faculty need to know...

1. Provide high-quality copies on 8 1/2 x 11" single-sided paper. *What you see is what you get!*
2. Submit materials in electronic format whenever possible; we can add URLs and upload Microsoft Office files easily.
3. Fill out a reserve request form for each course. List the title of each item.
4. Materials are processed on a first-come, first-served basis. Materials submitted during peak times [one week before and two weeks after the semester begins] may take as long as five business days to be scanned, depending on the queue.
5. Materials will be processed only for electronic reserves unless you specify otherwise. Paper materials will be returned through campus mail.
6. You are responsible to inform your students of the course password. Library staff do not distribute the course password to students: NO EXCEPTIONS!
7. Review your page at <http://eres.ulib.albany.edu/>